

Chief, Management Staff

15 November 1956

Chief, Records Management Staff

Weekly Report - Week Ending 14 November 1956

1. Nine Agency Offices transferred 115 cubic feet of inactive records to the Center. The Center now has 29,000 cubic feet of records, the equivalent of 3,500 safes.

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2. Mr. [REDACTED] attended a one-day seminar conducted by the Remington Rand Corporation for government officials on the application of shelf filing and other special filing systems.

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3. Mr. [REDACTED] completed 20 hours of on-the-job training.

4. Seventeen new and revised forms were completed. We have on hand requests for eighteen new and revised ones.

5. The installation of the Subject Numeric System in the Graphics Register Division is continuing and is about 15% complete.

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6. Mr. [REDACTED] has returned from his five month assignment in the Far East Area. While there he prepared records control schedules for two major field stations and proposed the installation of the Subject Numeric Filing System in one station. Mr. [REDACTED] also submitted a report outlining certain recommendations which should be adopted. Preliminary indications are that his work and proposals were well accepted.

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7. The Office of the General Counsel has requested us to assist them in the retirement of approximately two safe cabinets of inactive records.

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Mgt S/RMS, [REDACTED] Area (15 November 1956)